

# Pension fund investment instructions



For use with Trustee Investment Plan policies started after 6 June 2011

## Notes on completing this form

- The investment funds you can choose from have different charges and levels of risk. Please visit our Fund Centre at [aviva.co.uk/retirement/fund-centre/pension-funds.html](http://aviva.co.uk/retirement/fund-centre/pension-funds.html) for further details. Please choose Pension and product 'Aviva Trustee Investment Plan (in Series 13)' from the list of Pension Product names.  
All of the funds are **series 13**, except for **With-Profit 1**, which is a **series 2** fund.
- We may apply a market value reduction if you move money out of our With-Profit Fund. This means we could pay you less than the quoted value of the amount taken out. This is most likely to happen following a large or prolonged fall in the stock markets or when investment returns are below the level we normally expect. Our Principles and Practices of Financial Management (PPFM) gives more detailed and technical information about how we manage our With-Profit Fund.  
You can download a copy of the **PPFM for Aviva Life and Pensions UK Limited Old and New With-Profits Sub-Funds** from our website [aviva.co.uk/ppfm](http://aviva.co.uk/ppfm)
- Written evidence of any change in the trustees of the scheme must be given to Aviva.
- Please ensure that, together with your existing investment, no more than 20 funds have been selected.

### Important note about fund switches

In certain circumstances, we may need to delay switching your funds, as outlined in your policy terms and conditions. This could, for example, be as a result of adverse market conditions or where it would lead to the unfair treatment of other policyholders. The delay (deferred period) may be up to one month for most funds or up to six months if the fund you're invested in cannot be easily converted to cash. This includes:

- a property fund, or
- a fund that's fully or partly invested in the form of land or buildings.

After such a delay in switching, the unit price used will be the price applicable at the end of the delay.

Please use BLOCK LETTERS to complete in BLACK INK all the appropriate boxes on this form and ensure that all questions are answered as fully as possible.

## 1. Proposer details

The trustees of (scheme name)	<input type="text"/>
Pension scheme tax reference number	<input type="text"/>
Policy number	<input type="text"/>

## 2. Switching existing investments

To tell us where you would like the money from your previous payments to us to be invested, please insert the name(s) of the fund(s) you want your existing investment to be moved into and what percentage (%) of your investment you would like in each fund. Please use whole numbers only with no decimal points or fractions.

Pension fund name	Switching existing single payment	Switching existing transfer payment	Switching existing NICO payments
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
Please ensure that the columns total 100%	<b>100%</b>	<b>100%</b>	<b>100%</b>

### 3. Allocating future payments

Please insert the fund name(s) and percentage (%) of payments to be paid into each fund. These instructions will not change the funds that your previous payments have been put into, they will only affect future single and transfer payments. Please use whole numbers only with no decimal points or fractions.

Pension fund name	Future single payments	Future transfer payments	Allocating future National Insurance Contributions Office payments
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
	%	%	%
Please ensure that the columns total 100%	<b>100%</b>	<b>100%</b>	<b>100%</b>

### 4. Trustees' signatures

NOTE: All Trustees/Administrator must sign below.

Signature

Date

Signature

Date

Signature

Date

If there are more than three individual trustees, please continue on a separate sheet of paper.

Unless instructed to the contrary completed instructions should be returned to Aviva, PO Box 520, Norwich, NR1 3WG and will be applied from the date of receipt, in accordance with the terms and conditions of the policy.

For office use only	
Date received	

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SP60020 11/2020 © Aviva plc

